

4 February 1974

NOTE TO

Skip:

I agree with your comments on the Routing Slip and think we should proceed with items 1 through 4 of paper. I do offer the following observations:

a. Should we not prepare an all employee bulletin which explains what we are doing and why?

b. I would suggest that you be the point to determine, re paragraph 1, the "rare instances" when an all employee bulletin should be produced.

c. will have to establish some system to review the material mentioned in paragraph 3. If not done, some of it will go on forever even though it gets very out-dated.

d. Paragraph 4 may be a little bit tricky. I would rather see us err in putting out a little too much as opposed to a little too less because of the essentiality of keeping communications flowing to employees.

John F. Blake

Att

Memo dtd 31 Jan 74 for ADD/M&S fr Chief, RCS,
subj: Paper Conservation (DD/M&S 74-0352)